



# City of Santa Barbara

## COASTAL DEVELOPMENT PERMIT SUBMITTAL PACKET

- ☐ Coastal Development Permit Application
- ☐ Mailing Label Preparation for Residential Tenants
- ☐ Certified Residential Tenants List Affidavit

**Note:** Please obtain (1) a Master Application, (2) a Planning Commission Submittal Packet, and (3) a Planning Commission Submittal Cover Sheet (**lilac**) for additional submittal requirements.

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# City of Santa Barbara

## COASTAL DEVELOPMENT PERMIT APPLICATION

This section is to be filled out by Planning Division Staff Only

MST#: \_\_\_\_\_ CDP# Same as MST#

ENVIRONMENTAL DETERMINATION (IF NECESSARY): \_\_\_\_\_

CONCURRENT APPLICATION(S): ☐ ABR ☐ HLC ☐ PRT/DRC ☐ PC/DART

APPLICATION REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_.

**NOTE:** A Coastal Development Permit does not preclude any other City approvals or permits which would normally be required. The applicant must submit, in addition to this form, a Master Application as well as any other materials normally required by other review bodies or departments within the City of Santa Barbara

### I. TYPE OF APPLICATION

- ☐ LCP Exclusion
- ☐ Coastal Development Permit:
1. Appealable -- Public Hearing required
  2. Non-Appealable -- Public Hearing required
  3. California Coastal Commission (State) Permit

### II. PROJECT OWNER/APPLICANT AND LOCATION

Owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project Location: \_\_\_\_\_

Parcel No(s).: \_\_\_\_\_

### III. PROJECT INFORMATION:

**THE FOLLOWING INFORMATION IS REQUIRED FOR A COASTAL PERMIT APPLICATION TO BE CONSIDERED COMPLETE:**

**PLEASE NOTE:**

\*Where questions do not apply to your project, indicate "NOT APPLICABLE" or "N/A".

\*Within thirty (30) days of receipt of an application, the Planning Division will inform the applicant in writing if the application is complete, or not, and what items must be submitted. Processing of the application will not begin until it is complete.

**A. TYPE OF PROJECT:**

- ☐ New \_\_\_\_\_ Sq. Ft.
- ☐ Addition \_\_\_\_\_ Sq. Ft.
- ☐ Remodel \_\_\_\_\_ Sq. Ft.
- ☐ Repair \_\_\_\_\_ Sq. Ft.
- ☐ Demolition \_\_\_\_\_ Sq. Ft.
- ☐ Removal \_\_\_\_\_ Sq. Ft.
- ☐ Grading Cut \_\_\_\_\_ Cu. Yds. Fill \_\_\_\_\_ Cu. Yds.
- ☐ Paving \_\_\_\_\_ Amount
- ☐ Fences/Walls Height \_\_\_\_\_ and Length \_\_\_\_\_
- ☐ Retaining Walls Height \_\_\_\_\_ and Length \_\_\_\_\_
- ☐ Change of Use From \_\_\_\_\_ To \_\_\_\_\_
- ☐ Other \_\_\_\_\_

**B. RESIDENTIAL:**

	NO. OF LOTS	LOT AREA	NO. OF BLDGs.	BLDG. Sq. Ft.	STORIES	UNITS	BEDROOMS PER UNIT
EXISTING							
PROPOSED							

**C. NON-RESIDENTIAL:**

	NO. OF LOTS	LOT AREA	NO. OF BLDGS.	BLDG. SQ. FT.
EXISTING				
PROPOSED				

**D. DESCRIBE THE EXISTING CONDITION OF THE PROPERTY. INCLUDE NUMBER, SIZE, USE OF ANY EXISTING BUILDINGS, AND NUMBER OF UNITS:**

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**E. DESCRIBE THE PROPOSED DEVELOPMENT. INCLUDE SQUARE FOOTAGE, INCIDENTAL IMPROVEMENTS SUCH AS SEPTIC TANKS, WATER WELLS, ROADS, GRADING, ETC.:**

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**F. NUMBER OF PARKING SPACES:**

	REQUIRED	EXISTING	PROPOSED	TOTAL
COVERED				
UNCOVERED				
BICYCLE PARKING				

**G. ADDITIONAL INFORMATION:**

1. Has any application for development on this site been submitted previously to the California Coastal Zone Conservation Commission or Coastal Commission?

☐ YES ☐ NO

If yes, state previous Application Number: \_\_\_\_\_

2. Are utility extensions for the following needed to serve the project?

Water ☐ YES ☐ NO

Gas ☐ YES ☐ NO

Electric ☐ YES ☐ NO

Sewer ☐ YES ☐ NO

Telephone ☐ YES ☐ NO

Would any of these extensions be above ground? ☐ YES ☐ NO

If yes, explain below:

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3. If the development is between the first public road and the sea, is public access to the shoreline and along the coast currently available near the site?

☐ YES ☐ NO

If yes, indicate the location of the nearby access, including the distance from the project site:

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4. Does the development involve diking, filling, dredging or placing structures in open coastal waters, wetlands, estuaries, lakes, or creeks?

☐ YES ☐ NO

If yes, explain. (Include amount of material to be dredged or filled and the location of the dredged material disposal site).

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Has the U.S. Army Corps of Engineers Permit been applied for? ☐ YES ☐ NO

5. Will the development extend into or adjoin any beach, tidelands, submerged lands or public trust lands?
- ☐ YES\*      ☐ NO
6. Is the proposed development in or near:
- Sensitive habitat areas? ☐ YES\*      ☐ NO
  - 100-year floodplain? ☐ YES\*      ☐ NO
  - Park or recreation area? ☐ YES\*      ☐ NO
7. Is the proposed development visible from:
- U.S. Highway 101 or other scenic routes? ☐ YES\*      ☐ NO
  - Park, beach or recreation areas? ☐ YES\*      ☐ NO
  - Harbor area? ☐ YES\*      ☐ NO
8. Does the site contain any:
- Historic resources? ☐ YES\*      ☐ NO
  - Archaeological resources? ☐ YES\*      ☐ NO

**\*NOTE:** If yes, to any of the items in (5 through 8) above, please explain on a separate sheet or below.

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# City of Santa Barbara

## MAILING LABEL PREPARATION FOR RESIDENTIAL TENANTS

To comply with the legal notice requirements as set forth in the Municipal Code and/or State laws, each applicant shall supply **TWO (2) sets** of mailing labels for the residential tenants within 100 feet of the property involved or as otherwise outlined in local and/or state laws. The City **does not** provide this service.

1. The specified distances are measured perpendicular to the property lines of the property involved. The required distances and an example of the radius for noticing are on the reverse side.
2. The mailing labels must contain the following information:
  - Assessor Parcel Number of the property where the tenant resides
  - Occupant (It is not necessary to include the residential tenant's name)
  - Residential Tenant's Address
3. When preparing labels for residential tenants of multi-unit buildings, a label must be submitted for **each individual** unit on the property. General information regarding properties can be compiled from the latest County Assessor's tax rolls and updates; however, the Assessor's Office does not have specific unit information for apartment buildings. The Assessor's Office is located at 105 East Anapamu Street at (805) 568-2550.

For projects located adjacent to the Santa Barbara Harbor, please contact the Waterfront Department at (805) 564-5531 to obtain a mailing list for residents (live-aboards) within the harbor.

4. The City Staff can provide a map indicating those parcels within 100 feet of the project. It is recommended that the applicant verify this information by walking the neighborhood and identifying any residential tenants not included in the list provided by the City.
5. An affidavit signed by the person(s) who have compiled the residential tenant labels is required. This certifies that the mailing list is complete and accurate. If the submitted list is inaccurate, the item will be continued (i.e. delayed) and re-noticed with revised mailing labels.
6. The Assessor Parcel Numbers and addresses that have been compiled must be **TYPED** on self-adhesive labels in the format shown below.

**EXAMPLE:**

99-010-01 OCCUPANT 100 ANITA ST, #9 SANTA BARBARA CA 93101
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REQUIRED DISTANCES FOR NOTIFICATION OF PROPERTY OWNERS AND TENANTS FOR DEVELOPMENT APPLICATIONS		
TYPE OF PROJECT	OWNERS	TENANTS
Coastal Development Permit (Appealable Jurisdiction)	100 feet	100 feet
Coastal Development Permit (Non-Appealable Jurisdiction)	300 feet	100 feet
Condominium Conversion*	450 feet	Project site

*\*Note: Additional posting of the site and tenant noticing is required as outlined in SBMC §28.88.090 and §28.88.100.*

**EXAMPLE SHOWING PARCELS WITHIN 100 FEET OF THE SUBJECT PROPERTY**





# City of Santa Barbara

## CERTIFIED RESIDENTIAL TENANTS LIST AFFIDAVIT

STATE OF CALIFORNIA )

COUNTY OF SANTA BARBARA ) ss.

CITY OF SANTA BARBARA )

I, \_\_\_\_\_ hereby certify that the attached list  
(please print)  
contains the Assessors Parcel Numbers' and addresses of all residential tenant units for all real properties  
within 100 feet of the exterior boundaries of the property located at \_\_\_\_\_  
(Address/APN)

I have walked the neighborhood and verified, to the best of my ability, that the attached list is accurate.

**I CERTIFY UNDER PENALTY OF PERJURY AS DEFINED BY THE LAWS OF THE STATE  
OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.**

(Signed) \_\_\_\_\_

NAME: \_\_\_\_\_  
(please print)

ADDRESS: \_\_\_\_\_

PHONE \_\_\_\_\_

DATE: \_\_\_\_\_